CSN - MATH 95 BEGINNING ALGEBRA (ONLINE, 8 WEEKS)  
SYLLABUS SPRING 2016

MATH 95 Sections 1011, 1012, 1013  
INSTRUCTOR: Eric Hutchinson  
OFFICE: West Charleston H101C  
OFFICE PHONE: (702) 651-7512  
EMAIL: eric.hutchinson@csn.edu  
OFFICE HOURS: M 12:00pm to 1:30pm (in K406), T, W, R 12:45pm – 2:00pm  
TUTORING CENTER HOURS (K406): Mondays 12pm to 1:30pm  
ALTERNATE OFFICE HOURS: Fridays by appointment

WEBSITE: http://sites.csn.edu/ehutchinson This web site MUST be accessed to obtain PDF copies of the syllabus. From the web site, click on MATH 95. No password is needed. Note: you can also access my homepage by going to http://www.csn.edu/math and then click on ‘web page’ next to my name. To find out more about your instructor, you can click on MY BIO. There is also a link to the tutoring center on the main web site. NOTE: We will NOT be using Canvas but we WILL be using ALEKS in this course.

COURSE DESCRIPTION: A course in the fundamental operations of real numbers, solving linear equations in one variable, graphing linear equations in two variables, solving linear systems in two variables, and performing basic operations on polynomials. Intended to provide a basic foundation for future mathematics needed in fields of business, economics, engineering, and related fields. Strong background in fractions and positive and negative numbers is highly recommended.

COURSE GOALS: Upon completion of this course students should be able to:
- Be able to work with real numbers, exponents, and polynomial arithmetic
- Solve linear equations and inequalities
- Solve absolute value equations and inequalities
- Graph linear equations of lines given two points
- Write equations of lines given two points
- Be able to apply and extend concepts

PREREQUISITE: Satisfactory ACT/SAT/Placement scores or placement from Math Prep

REQUIRED MATERIALS: You must purchase an ALEKS 360 student access code that accompanies our course textbook Beginning and Intermediate Algebra, 4th edition, by Miller, O’Neill, and Hyde. This can be bought directly from the ALEKS website. My registration instructions at the end of this syllabus will walk you through registering and paying for the code. MAKE SURE YOU PURCHASE 11 WEEKS of ACCESS! The ISBN-10 for the ALEKS 360 is 0078120608, (ISBN-13 is 978-0078120602) and this is for 11 weeks of access to ALEKS. The ebook is included as part of the required ALEKS access. When you register it will ask you for a course code, and this is included in my registration instructions. NOTE: The course code is NOT the ISBN. Please read the instructions attached to this syllabus for the correct course code. If you do not have the funds for the code by the start of the semester, email me for a free 10 day access code so you can get started right away.

CALCULATOR: A scientific calculator is required (not your cell phone). I recommend the TI-30X Multiview. It has pretty print, so it displays exact answers in radical or fraction form. This calculator will also work for all following math courses. If you have a graphing calculator you may use it at home but it will not be allowed on the midterm or final exam. Only a scientific calculator will be allowed.
ALEKS OBJECTIVES: Your homework will be done online, and ALEKS calls this “objectives”. Each week there will be an ALEKS objective due, most objectives are due on Sunday nights at 11:59pm (see attached schedule to see which objectives are due each week). Your first objective is due Sunday, 1/24. This objective is made up of one or more sections, so you will want to start working immediately once the course begins. **NO MAKEUPS ON OBJECTIVES AFTER THE DUE DATE.** These eight total ALEKS objectives make up 25% of your overall grade.

MIDTERM: There will be a closed-book, closed-note midterm offered from Feb. 8th to Feb. 11th. I will have a sample midterm and answer key which will be emailed to you prior to the exam. The midterm will be done with paper and pencil outside of ALEKS. The midterm must be taken in person, in an approved and proctored environment. Any CSN testing center counts as a proctored environment. **The midterm will be open for four days, from Feb. 8th to Feb. 11th.** You can take the midterm in the testing center anytime during this window. The testing centers are open Monday through Thursday from 8am to 7:30pm. If you do not live locally then please contact the instructor to set up an alternative testing arrangement. You must contact the instructor at least 5 days prior to your testing date if you are setting up an alternative testing arrangement. Students are responsible for finding a proctor if he or she will not be in Las Vegas during the week of the midterm. If the midterm is not taken by the specified deadline then it will be scored as a zero. Absolutely no make-up exam will be offered for any reason. The midterm must be completed within the posted time limit. A scientific calculator is allowed for the midterm as long as it is not on a mobile device. No graphing calculators are allowed. No books or notes are allowed. The midterm makes up 35% of your overall grade.

FINAL EXAM: There will be a closed-book, closed-note, comprehensive departmental final exam offered from March 7th to March 9th. I will have a sample final and answer key which will be emailed to you prior to the exam. The final exam will be done with paper and pencil outside of ALEKS. The final exam must be taken in person, in an approved and proctored environment. Any CSN testing center counts as a proctored environment. **The final exam will be open for three days, from March 7th to March 9th.** You can take the final exam in the testing center anytime during this window. The testing centers are open Monday through Thursday from 8am to 7:30pm. If you do not live locally then please contact the instructor to set up an alternative testing arrangement. You must contact the instructor at least 5 days prior to your testing date if you are setting up an alternative testing arrangement. Students are responsible for finding a proctor if he or she will not be in Las Vegas during the week of the final exam. If the final exam is not taken by the specified deadline then it will be scored as a zero. Absolutely no make-up exam will be offered for any reason. The final exam must be completed within the posted time limit. A scientific calculator is allowed for the final exam as long as it is not on a mobile device. No graphing calculators are allowed. No books or notes are allowed. The final exam makes up 40% of your overall grade.

EXTRA CREDIT: There will be no extra credit assignments offered for this course.

**GRADING:** Objectives 25%  
Midterm 35%  
Final Exam 40%  

**Grading Scale**  
> 92 A  
90 – 91.9 A–  
88 – 89.9 B+  
82 – 87.9 B  
80 – 81.9 B–  
78 – 79.9 C+  
70 – 77.9 C  
68 – 69.9 D+  
60 – 67.9 D  
< 60 F

**Grading Formula:**  
0.25 * ALEKS Objectives + 0.35 * Midterm + 0.4 * Final Exam

**Overall Grade:** Overall grades are given with teacher discretion, and overall percents are rounded to the nearest tenth. ALEKS will keep track of your grade throughout the course and can be viewed in the gradebook.
**WITHDRAWALS**: If you stop attending class or quit completing the required work, you will NOT be assigned an automatic “W” or “Withdraw” grade; you will receive a grade based on your percentage shown above on the grading scale. **If you wish to be withdrawn from this course, it is your responsibility to officially drop or audit the course by the drop date listed in the college catalog/schedule of classes, which for this semester is Feb. 19th.** The instructor CANNOT assign a “W” as a final grade under any circumstances.

**METHOD OF INSTRUCTION**: Students are expected to read the online text, work on the ALEKS objectives, and complete the exams. ALEKS is an adaptive learning management system that creates homework based on the skills of the student. The first thing you will do in ALEKS is to take an initial assessment to see how much knowledge you already have. If you do not know the answer to a question, just answer “I don’t know”. Do the best you can on this assessment because the results of this will generate your homework based on your weak areas. Complete this assessment in one sitting. You should do this assessment on the first or second day of the class so that you can get started on the objectives.

**STANDARD OF WORK**: When work/explanation is requested, correct answers generally must be supported by correct work to receive credit. You may lose credit, even if the final answer is correct, if the instructor can't easily read or understand your work, if necessary details, work, or interpretations are missing, if work is not logically presented in an easily understandable manner, or if work is shown but is incorrect and/or not consistent with your answer.

**ACADEMIC DISHONESTY**: Exams are to be completed independently with no aid from other persons or forbidden items as specified by the instructor (such as books, cell phones, tablets, etc). Dishonest work on an exam or quiz will be punished by a zero on that assignment. No exceptions. (Students’ rights and responsibilities regarding academic dishonesty are outlined in the CSN academic integrity policy, which can be found at [http://www.csn.edu/pages/3342.asp](http://www.csn.edu/pages/3342.asp)).

**DRC**: Students with medical, psychological, learning or other disabilities desiring academic adjustments, accommodations or auxiliary aids will need to contact a campus Disability Resource Center (DRC): Cheyenne: 651-4045, Charleston: 651-5089, Henderson: 651-3086. The DRC determines eligibility for and authorizes the provision of services. Information regarding the DRC can be found at: [http://www.csn.edu/pages/544.asp](http://www.csn.edu/pages/544.asp). CSN’s statement on the American’s with Disabilities Act (ADA) can be found here: [http://www.csn.edu/pages/2566.asp](http://www.csn.edu/pages/2566.asp).

**RETENTION / STUDENT SUCCESS SERVICES**: Trained specialists/advocates help students assess personal strengths and limitations, determine the root of a variety of academic struggles, develop college success strategies, implement action plans, provide tools to navigate the educational system, show the available campus and community resources, and give direction on how to connect to campus life. Contact information: **Charleston Campus** – (B-119 - 651-7367) – **Cheyenne Campus** (E-120 - 651-2626) – **Henderson Campus** (Room B-130 - 651-3103)

**CSN COMPUTER LABS**: Most of you will probably do your objectives at home or work. **Technical problems on your behalf will NOT serve as a valid excuse for missing due dates.** If you are having problems with your computer or do not have access to one, feel free to use any of the on-campus computer labs. All of them have the latest browsers that will work with ALEKS.
CENTERS FOR ACADEMIC SUCCESS (CAS): Free one-on-one and drop-in tutoring is available in the Communication Centers, Math Resource Centers, Science Resource Centers, Tutorial Learning Centers (one-on-one tutoring), and Writing Centers. Tutors are available in most subjects to provide learning support and help students improve academic motivation and performance, enhance self-esteem and confidence as an independent learner, and achieve educational goals. Visit http://www.csn.edu/tutoring/ for detailed information about all CAS programs and centers including locations, hours and more. Walk-in Math Resource Centers are located on all three campuses: Charleston: K-406, Cheyenne: Room 2651, Henderson: C-119.

LIBRARY: CSN Library Services offers extensive in-person and online resources to help you complete assignments, including research and citation workshops, online articles and books, and drop-in research assistance at the Reference Desk inside each campus library and online at www.csn.edu/library

CHANGES: Information contained in this syllabus may be subject to change with written notice as deemed appropriate by the instructor

Schedule for MATH 95 ONLINE Spring 2016

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Objective</th>
<th>Date Due:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/18 – 1/24</td>
<td>2.1, 2.2, 2.3, 2.4</td>
<td>1/24/16 @ 11:59P</td>
</tr>
<tr>
<td>2</td>
<td>1/25 – 1/31</td>
<td>2.5, 2.6, 2.7, 7.7</td>
<td>1/31/16 @ 11:59P</td>
</tr>
<tr>
<td>3</td>
<td>2/1 – 2/7</td>
<td>2.8, 9.1, 9.3, 9.4, 3.1, 3.2</td>
<td>2/7/16 @ 11:59P</td>
</tr>
<tr>
<td>4</td>
<td>2/8 – 2/14</td>
<td>3.3 (Midterm includes this section)</td>
<td>2/14/16 @ 11:59P</td>
</tr>
<tr>
<td>5</td>
<td>2/15 – 2/21</td>
<td>3.4, 3.5, 3.6, 4.1</td>
<td>2/21/16 @ 11:59P</td>
</tr>
<tr>
<td>6</td>
<td>2/22 – 2/28</td>
<td>4.2, 4.3, 4.4, 9.5, 5.1</td>
<td>2/28/16 @ 11:59P</td>
</tr>
<tr>
<td>7</td>
<td>2/29 – 3/6</td>
<td>5.2, 5.3, 5.4, 5.5, 5.6</td>
<td>3/6/16 @ 11:59P</td>
</tr>
<tr>
<td>8</td>
<td>3/7 – 3/11</td>
<td>5.7 (Final exam includes this section)</td>
<td>3/11/16 @ 11:59P</td>
</tr>
</tbody>
</table>

EXAM DATES:

Midterm (Sections 2.1 – 2.8, 3.1 – 3.3, 7.7, 9.1, 9.3, 9.4) Available 2/8/16 to 2/11/16

Final Exam (Cumulative) Available 3/7/16 to 3/9/16
ALEKS Student Registration Instructions

Before you begin, you will need a 10-character Class Code **(9PYFJ-9CYJ3)** and a 20-character ALEKS Access Code. If you do not have an access code, you can purchase one during this registration process.

For assistance during registration, please contact ALEKS Customer Support at [http://support.aleks.com](http://support.aleks.com).

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**Step 1:** Go to [www.aleks.com](http://www.aleks.com) and select **SIGN UP NOW!** under the Registered Users box.

**Step 2:** Enter the 10-character class code provided by your instructor **(9PYFJ-9CYJ3)** and click **Continue.**

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**Step 3:** Verify your enrollment information. If it is incorrect, check your class code and click on **(Modify)** to make any corrections. If your information is correct, click on **Continue.**
Step 4: Select whether or not you have used ALEKS before and click on **Continue**.

If you have used ALEKS before, you will be prompted to enter your existing login and password. You can retrieve your login information by clicking on **I forgot my login information**.

Step 5: Enter your 20-character ALEKS Access Code and click on **Continue**. If you do not have an access code at this time, click on **purchase an access code**. For purchasing steps, please see Appendix A.

**Be sure to select an access code that accommodates the full length of your class!**
Step 6: If you entered your existing ALEKS account information in Step 4, you will be prompted to verify your email address at this time. Otherwise, complete the registration steps to create a new ALEKS account and click on Continue. A confirmation email will be sent to the email address you provided (see Sample Email #3).

IMPORTANT: Be sure to save your new login information!

Step 7: Once your registration is complete, you will be in your ALEKS class and can begin with the ALEKS Tutorial. After the tutorial you will take the initial assessment.

You are now officially an ALEKS student!

Appendix A: Purchasing an ALEKS Access Code Online

- After clicking on the purchase an access code link in Step 5, select an access code that accommodates the length of your class. Click purchase code.
- You will now be redirected to the McGraw-Hill ecommerce website to purchase an access code.
- Complete the registration and payment steps.
- You will receive TWO confirmation emails (see Sample Email #1 and #2).
- Be sure to click on the Complete Registration button on the last step!
- After clicking Complete Registration, you will be redirected back to the ALEKS website where you will receive your access code.
- Click on Continue Sign Up and return to Step 6 in the registration instructions. NOTE: If the Continue Sign Up button does not appear, record your access code and return to Step 1.